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EXECUTIVE COMMITTEE

A Message of Encouragement

From A. L. THRELKELD, *President*
Department of Superintendence, National Education Association

AM indeed glad that the National Association of School Secretaries has been organized. I believe that in order to be a good individual a person must feel his relationship to a group. Not that he will submerge his personality in the group, but that he will, through cooperation and interchange of ideas with the group, become a strong individual. The immediate group to which a person belongs becomes more serviceable to him as it develops a consciousness of its relationship to all other groups. A group can become narrow, self-contained, selfish, and dwarfing in its effect upon its members by maintaining a position of isolation with regard to other groups, just as an individual may suffer these dwarfing influences by living only unto himself. So I would emphasize as one of the important values that I see in the National Association of School Secretaries the consciousness of its relationship to all other groups engaged in the service of our schools which this Association can develop. Finally, then, each of us should see his relationship to humanity as a whole. All the way through, individual consciousness of belonging to something larger than the individual is developed. Only thus, as I see it, is living elevated.

More specifically, I assume the National Association of School Secretaries will promote a study of good craftsmanship. Each of us is obligated to be a good craftsman. There are techniques and skills to be mastered if each of us is to be efficient in his work. Nothing is more stimulating to constructive thinking along these lines than the interchange of ideas. This is the process by which intelligence

is developed in any field. By this process, any occupation that is worthy, actually or potentially, can be brought to that degree of dignity and respectability necessary to command the services of the best minds. I am especially glad to see this movement under way in the field of

school secretaries, because I have for a long time been in a position to appreciate the importance of the work of the secretary.

I want to congratulate the leaders responsible for bringing the National Association of School Secretaries into being.

Greetings From The President

HAPPY NEW YEAR! May the year 1937 see the growth of our Association extend into every city and state in the United States. May we achieve the recognition that the School Secretaries so justly deserve. May we become better acquainted from the Atlantic to the Pacific and from the Great Lakes to the Gulf, sharing each other's problems and working together in that fine friendly spirit which has developed our Association to the place where local and state groups are being organized as an outgrowth of our National Association.

I feel sure you will share the same pride and gratification that is mine when you learn about the state meetings which have been held since September:

<i>State</i>	<i>Time of Meeting</i>	<i>Leader</i>
Indiana	October 22	Grace Mitchell
Ohio	October 24 and 31	Alice Teegarden
Maine	October 29	Carrie Stahl
Washington	October 26	Helen Vermeers
Tennessee	October 29	Ann P. Boss
Texas	October 31	Mina Burnett
New Jersey	November 14	Margaret Kernan
Florida	December 4	Selma Ridder
Massachusetts	December 5	Miriam Summers
California	January 9	Belle Kuehny

Two important sectional meetings are scheduled. The Southern Sectional meeting in New Orleans on February 20-22 at the time of the Superintendence Convention, is the first. This meeting was sponsored by Mrs. Mina Burnett, Chairman of Section 3. Her excellent leadership has promoted such an enthusiastic interest in this meeting that its success is assured. Louisiana, a state which had only one member, now claims over 40 members in New Orleans alone. Texas, Mrs. Burnett's own state, is sending 18 delegates to the New Orleans meeting. This is just an example of what one individual can do toward the permanent growth of our Association. To Mrs. Burnett, our appreciation and admiration!

On March 13 and 14, in Washington, D. C., we are holding our Eastern States meeting. With the gracious assistance

of the Washington Association, which claims among its members our Editor, Mrs. Helen Haycraft, and our able Executive Member, Miss Alvina Carroll, this meeting promises to be an outstanding event.

I wish space would permit me to give you details of the splendid contributions of service rendered by some of our members, many of whom I have never met. The encouraging letters we receive are the impetus that gives us the power to move forward. To all who have written me such lovely messages from time to time I want to say "Thank You." I am always delighted to know about the activities of your community. Many times, because of the volume of mail, I am unable to write a personal reply unless your content requires an answer, but feel assured each communication

is read with keen interest and deep appreciation.

Your Executive Committee feels I should attend the Superintendence Convention in New Orleans. I shall be glad to carry with me your greetings to our co-workers in the South. Invite your superintendent and principal to attend our luncheon on February 22 in New Orleans. Details of this meeting will appear in the Superintendence Program.

May I digress from matters which pertain to our Association and call your attention to a subject of national concern—PEACE? There is no known method to guarantee a lasting peace, but we can do our share toward helping to adopt a strong neutrality program which will eliminate 75 per cent of the cause of war. Such a Neutrality Program is being presented in this session of Congress. It provides:

1. Nations at war desiring to trade with the United States, irrespective of what commodities they wish to buy, should send their own ships, pay cash, and take their own chances of safe delivery.
2. When there is a question of whether or not the United States should declare *offensive war*, let the decision be made by a referendum vote of the people rather than left in the hands of the President and Congress.
3. Prohibit the *private* manufacture of war ships, poisonous gases, powder, armor plate, and guns, thus preventing a repetition of the racket carried on during the World War and since by munition manufacturers whose vision is limited to financial gain to the exclusion of the preservation of humanity.
4. Let our citizens understand that if they travel on the high seas in war areas or visit nations at war they do so at their own risk without the protection of our army and navy.

It is our privilege to help bring about the adoption of this program by writing to the United States Senators and Representatives from our respective states, asking them to vote for its adoption *without compromise* even if it should mean loss of part of our foreign trade. It is difficult to believe that foreign trade should be weighed in the balance with the sacrifice of the youth of our

nation and the happiness and contentment of our citizens.

It matters not what creed or political views we share, we are all agreed we do not want war. Write *immediately* and urge your friends to do likewise. If each one of our members and one friend would write, Washington would receive letters from over 2,000 persons. Let us feel we have done our share toward bringing about the adoption of laws that will insure the future happiness and contentment of our Nation.

LOUISE H. HENDERSON,
President.

EDITOR'S CORNER

It is with pride and pleasure that we watch the growth of our column, "Listening In." Much of this credit is due to our newly appointed Exchange Editor, Florence Stubbs of Denver. We are very happy to welcome her to the staff and are expecting big things as a result of this addition.

It is not only gratifying to have news of these organizations, but to know that the National group, in a good many instances, has been the inspiring force in their organization. It is one definite and concrete evidence of knowing and feeling that our endeavors are not in vain.

And we cannot help but point with a great deal of satisfaction to the fact that we are growing with every issue. Have you noticed it? The Editor's task, arduous and trying though it may be at times, is in the end an achievement when the interest and appreciation of the members is so evident.

NEW EXECUTIVE COMMITTEE MEMBER

Due to her recent marriage and resignation from school work, Dorothy Augustin of Milwaukee is no longer a member of the Executive Committee of the Association. We wish her all happiness in her future life and are sorry to see her go. Sylvia Brooks, also of Milwaukee, has consented to fill her vacancy.

Southern Sectional Meeting

The New Orleans Secretaries' and Clerks' organization is looking forward to and making big plans for the mid-winter meeting of the southern sections which will take place February 20-22, at the time of the Department of Superintendence meeting. The committees, and those in charge, are: Luncheon, Ruth Devonshire; program, Josephine Granzin; entertainment, Yvonne Sonnemann.

It was decided that the delegates would enjoy the tours through the Vieux Carre on Sunday morning and guides will be provided. On Sunday afternoon, plans are being made to go on the river steamer that will be in town. Sunday night is Dixie Night (one of the high spots of the Department of Superintendence meeting) and an attempt is being made to secure invitations.

There will be a luncheon meeting on Monday at the Patio Royal on famous Rue Royale, followed by a meeting in the afternoon at which topics of interest to secretaries and clerks will be discussed. Mrs. Mina Burnett, Secretary to the Assistant Superintendent of School, San Antonio, Texas, has been appointed by our President to preside at the New Orleans meeting.

We feel that the meeting is worthwhile and the program interesting and are hoping that just as many secretaries and clerks as can find it possible will attend. We will welcome you in our best southern style and try to make you feel at home. Since it comes at the time of the Department of Superintendence Meeting, we feel that a great number of our members will have opportunities to come with administrators of their respective schools.

Many cities are having benefit card parties to help defray expenses of delegates. Get busy and plan something in your city and let's have a *real old southern meeting* in New Orleans. Reservations for accommodations may be sent to Mr. Sam Fowlkes, Chairman, Housing Committee, Department of Superintendence, care of Association of Commerce, New Orleans, and these should be made

immediately in order to assure being accommodated.

New Orleans—Our City

In the following article I have tried to paint a picture for you of "old and new New Orleans." May it entice you and the entire New Orleans Association of School Secretaries will join with me in extending to each of you a most cordial welcome.

New Orleans! The very name casts a charm as it rolls off the tongue in an easy sequence of vowels. It was ever so. Even when Bienville laid out the city in 1718 he must have been aware that this was the colorful beginning of a City of Destiny. With painstaking care, he selected a site that was formed by a shimmering crescent in the mighty Mississippi. He dreamed of the great port that would develop where the relentless river, continuing its way for more than one hundred miles to the Gulf of Mexico, flowed past the site of his choice. Little could he realize that the square mile that his engineer, LeBlond de la Tour, laid out with French precision would expand into a city the fourth largest in area in the United States; that other engineers would some day pump gallons of the muddy Mississippi water into filtration plants from which it would be distributed in crystal-clear purity—by the mere turn of a faucet—into every home and hospital; that still other engineers would some day span the river with a handsome structure, the Huey P. Long Bridge, the world's longest railroad bridge, with two pedestrian and two vehicular roadways. Little could Bienville know that the canal which he dug to drain off the excess water would be replaced by the world's finest underground drainage and that Canal Street would emerge, the widest business thoroughfare in the country, brilliantly lighted, and sparkling with fascinating multi-colored signs. Perhaps, Bienville smiled to himself as he thought of the possibilities of Lake Pontchartrain

that spread itself over twenty-two miles at the backdoor of New Orleans. It remained for others to build a Lakeshore Drive along the lake to the magnificent Shushan Airport, still another engineering accomplishment.

The square site which Bienville laid out has become known as the *Vieux Carré*—which is French for "old square." Within its boundaries, the River, Esplanade Avenue, Rampart and Canal Streets, is nestled old New Orleans, the new city peering down upon it from the beetling brows of the tall skyscrapers.

Let us make a quick tour of the *Vieux Carré*. Rue Royale is a grande old dame. Her jewels are the little balconies that flirt from every angle. Her ruffled skirts rustle in and out of the "boutiques" or shops. If you like her, she smiles in the knowing way of a wise and generous soul. In Rue Royale nearly every building has a balcony overhanging the "banquette" or sidewalk. Old doorways open into incredibly tiny and time-worn shops.

To turn back the pages of history among these buildings is no trick at all. The imagination catches sight of some lovely Creole girls leaning over the balustrades. They chat and laugh. Their eyes flash with excitement. It is the Mardi Gras and soon a parade will pass this way. They hope to recognize their beaux among the maskers.

Suddenly we come out of our flight into fancy. We realize this is Rue Royale of today. Poverty has overtaken the former grandeur. We are glad that bright awnings and pretty flowers on the balconies bring color to the faded cheek of old lady Rue Royale. At Royal and Conti we come to a corner that formerly boasted four banks. From the throbbing metropolitan scene at the corner, let us enter this arch-covered driveway leading to the patio at the rear of the Morphy home. The sudden change into the cool recess dilates the pupil of the eye. Only gradually do you become aware of the graying walls that reflect the light in pale greens and yellows. Underfoot are flagstones that are soothing in their coolness. It was the custom in those days for the business to be conducted on the first floor

and for the family to live above the place of business. That explains why so many Creole houses turn their backs to the streets while they face the beauties of inner courts or patios. The family looked down from the balconies, or it would be more Creole to say "galleries," on the languorous charm of the patio.

At 427 Royal we go past the Miro House, erected in 1769 by Governor Miro as the Spanish Commanderia. We'll stop across from 520 Royal Street to take note of the Brutalotour mansion. The building is a fine example of Creole "Town House." The window-doors that open on to the full-length balcony arouse your curiosity? Let us enter the patio. It is charming in its old-world atmosphere. The stairway at the left is probably the most oft-painted spot in New Orleans. Artists are intrigued by the high arch reaching to the top of the second floor, the mystery of the shadows on the old wooden steps, the graceful lantern, the repeating arches in the red brick wall at the rear, and finally, the green of the tropical plants.

There are many picturesque patios to visit along here, including Adelina Patti's at 627 Royal. Directly across the street, at the intersection of Royal and St. Peter Streets, stands the first "skyscraper" of New Orleans, the LeMennier House, built three stories high in 1774, with a fourth story added in 1884. George W. Cable tells how the residents feared to walk in the vicinity because they thought the structure was in imminent danger of crashing to earth! The ironwork around the galleries has the distinction of being the only recorded work of slave hand labor. Notice the fascinating shadows on the stucco walls, cast by the play of light through the lovely pattern of the iron-work.

Presently we come to Pirates' Alley, running right between St. Louis Cathedral and the Spanish Cabilde, or Town Hall. The alley seems to belie its name for this could have been only the walk taken by the monks as they said their beads. If you stand at the head of the alley between the Cathedral and Cabilde, looking towards Rue Royale, your eye is

immediately attracted to the many overhanging balconies. The tiny trough running through the center of the flagstones was to carry off the excess water. That was the French system of drainage.

What did the residents see when they stood out on their balconies in 1830? At the far end beyond the Calabozo, they looked down on the Garden of St. Anthony, back of the Cathedral. If they awakened in the early morning hours, they could hear the clash of the *Duello* in the garden below, for in French-Spanish New Orleans, the Code of Honor persisted in spite of the American prohibition against duelling.

Jackson Square remains supreme in point of recorded historical interest, and here at our side is St. Louis Cathedral still the setting of important events in the Catholic Church. It is flanked by buildings that bear witness to the generosity of Don Almonaster y Roxas, of fine Franco-Spanish blood, the great philanthropist of his time. The Spanish Cabildo and the Cathedral were among his gifts. Just as the Cathedral was the center of religious life and just as the social life eddied and swirled around Jackson Square, so did the Cabildo hold sway over political events. Erected in 1793, the building was the scene of the transfer of the Louisiana Purchase from France in 1803. It housed LaFayette when he visited New Orleans in 1826. Aaron Burr, Audubon, Zachary Taylor, Henry Clay, Grand Duke Alexis, William McKinley, Theodore Roosevelt, William Howard Taft, "Mark Twain," Sarah Bernhardt, Booth, Mansfield are but a few of the famous men and women who have helped wear away the marble steps you tread in the Cabildo.

On the north and south sides of the Square are the Pontalba buildings, built by Don Almonaster for his daughter, Micaela, the Baroness Pontalba. Look at the oft-repeated monogram in the scroll work. Jenny Lind, Thackeray, LaFayette, Andrew Jackson and many notables of yesteryear were entertained in these sumptuous early apartment houses.

After the victory of the Battle of New Orleans, Andrew Jackson was so enshrined

in the hearts of the citizens that Place d'Armes became Jackson Square. Curiously, it was Micaela, daughter of Don Almonaster, who helped raise the \$30,000 used to erect the statue of Jackson and to change the bare parade grounds into the French-style garden of today.

Walk into the Cathedral. Its painted walls and high-vaulted ceiling, its stained-glass windows filtering the light into prismatic tones, the beautiful altar dedicated to Louis the 17th, all are priceless. Distinguished Frenchmen and Spaniards and men of the cloth lie buried here.

Let us pass by the Ursuline Convent. Dating from 1730 to 1734, it is the oldest building in the Mississippi Valley. Across the street is the home of General P. G. T. Beauregard, which he used before and during the Civil War.

And now, we can go to French Market for a bit of refreshment. We shall abide by that old New Orleans tradition that calls for "coffee and doughnuts" at French Market. Just look at the luscious fruits and choice vegetables—and here are fine meats and delicious sea foods.

There is also the old Orleans Theatre with an incongruous history. From theatre, to meeting place of the State Legislature, to the scene of the famous quadrille balls, and now the home of an order of Negro nuns!

You must also visit the Napoleon House. It is told that the daring natures of the pirates, Jean Lafitte and Dominic You, led them to participate in a plot to rescue the exiled Napoleon from rocky St. Helena. Dominic was to sail on the "Seraphine" and bring Napoleon to his new domain. An elegant mansion, built in 1821, was prepared. The ship was ready to leave when news of the death of the emperor arrived.

Much more could I tell you. But I want you to know something about new New Orleans. A great port has arisen on the mighty Mississippi. Public docks line the river's edge from one end of the city to the other. Grain elevators. Banana conveyors. Cotton warehouses. Coffee terminals. The annual importation of bananas totals more than 23,000,000

stems, while every third cup of coffee drunk in the United States comes in over New Orleans wharves. We lead in the exportation of canned shellfish, creosoted ties, dressed pine lumber, corn, rice, bran, dried beans, and many other commodities.

New Orleans manufactures too. One of its biggest industries is the making of men's summer suits. The men of New Orleans have taught the men of the nation how to dress in summer comfort. The manufacture of furniture is another of our big industries. Sugar mills, lumber mills, the Celotex plant, oil refineries, vegetable oil refineries, rice mills, bag factories, food products plants, paint factories, can factories—all add to the wealth of the city.

We of New Orleans live happily. We are surrounded by water so that our climate is mild the year round. We look to the parks and to Lake Pontchartrain for our recreational opportunities. Swimming, boating, fishing and golfing are

within reach of every one. In addition, New Orleans is surrounded by a hunter's paradise.

Moving picture houses, the Little Theater, L'Opera Louisianais, concerts and lectures provide entertainment and mental stimulation. Night clubs add to the general gaiety. There is no other city where the past treads its way through the present with such insistent footsteps, nor where the present surges more eagerly to the future. But then, ma cherie, this is Fabulous New Orleans!

ADELE KANSAS,
President, *New Orleans School
Secretaries' Association.*

EDITOR'S NOTE: It is with regret that lack of space made it necessary to cut the above article. It tells in such interesting detail the charms of the city selected for the Southern States' meeting that it is hard to resist the desire to "fling discretion to the winds" and journey southward. It is hoped that there is enough left to sufficiently entice you into making the trip.

Eastern States Convention

The Clerical Assistants Association of Washington, D. C., is anticipating with considerable pleasure the annual mid-winter meeting of the Eastern States of the National Association of School Secretaries which will be held in this city on the 13th and 14th of March, with headquarters at the Mayflower Hotel. We are expecting members from the states of New Jersey, Pennsylvania, Delaware, Maryland, New York and Virginia to be present.

A rather full program has been planned for the two days. On Saturday afternoon and Sunday morning, personally conducted sightseeing trips have been arranged in cars belonging to the members of the local association. A selection of places to be visited is to be offered. Between five and seven on Saturday afternoon the Clerical Assistants Association will entertain the visiting members at a Tea, the place to be determined. Later Saturday evening, it is thought that a cinema party would be enjoyable for

those who so desire it. On Sunday morning at ten o'clock, a meeting of the executive committee of the National Association will be held. Every interested member is invited to attend.

At one o'clock on Sunday a luncheon will be held at the Mayflower Hotel. The speaker who will address the association following the luncheon is Sir Willmott Lewis, Washington correspondent of the London Times. A delightful program of entertainment at the luncheon has also been arranged.

This luncheon and program conclude the convention.

This is the meeting which has been held previously in Atlantic City at the time of the Department of Superintendence meeting. It is the hope of every one in Washington that we may attract just as many if not more members to our city. We have lots to offer for those who have or have not visited here before. We should be more than happy to have those members, living in the states other

than those mentioned, who can find it possible to attend.

GRACE E. ROBINSON,
*President, Clerical Assistants
Association.*

Washington— the City That Was Planned

Washington, the National Capital, with its 668 parks, its broad tree-lined avenues and its magnificent public buildings, has not been thrown together by chance. The entire development of the city has been along what is known as the L'Enfant plan. It is true that this plan has not been adhered to closely and continuously throughout the years, but in the main there has been adherence to it and it is the model that is being followed today. There have been deviations from it, but Charles W. Elliott, II., of the National Park and Planning Commission is authority for the statement that such deviations have caused trouble.

There was a time, for example, when Andrew Jackson, President of the United States, in the midst of a discussion as to where the U. S. Treasury building should be, walked forth, stuck a cane into the ground saying, "The building shall be here." It was placed on the spot designated by Jackson. Today, with its Greek architecture, it is one of the show places of Washington, but as a result of Jackson's impulsiveness, it is so situated as to shut off the view of the White House from the Capitol, an obstruction that was not contemplated by L'Enfant and a blunder that cannot be corrected.

The Mall, now one of the show places of Washington, existed as an idea in the mind of L'Enfant. But the development of this area was greatly neglected and only in recent years has it come into its own. The Mall, as it is well known, extends from the Capitol to the Lincoln Memorial and takes in the landscaped areas of the U. S. Department of Agriculture, the seventy acres of the Sylvan Theater surrounding the Washington Monument and the Smithsonian Grounds. Undoubtedly, L'Enfant, if he could now see the Mall with its two-million-dollar

Lincoln Memorial and great reflecting pool, would feel that his work had not been in vain.

In Washington's term as President, the Federal District, later known as the District of Columbia, was selected and laid out by Washington, Jefferson, Secretary of State and Maj. Charles Pierre L'Enfant, a highly capable French engineer, employed by Washington for the task of planning the Federal City.

As has been stated, the plan of L'Enfant has not been followed closely and continuously through the years, but it has been revived from time to time and since its revival in 1901, with the appointment of the McMillan Commission, headed by Senator McMillan, definite progress has been made. More park land has been acquired, a \$200,000,000 Federal Building Program is being carried out, the Mall has been made the beautiful place that it was intended to be and, in fact, many steps have been taken to place Washington at the head of the most attractive world capitals. The McMillan report, a reaffirmation of the plans of L'Enfant, has been the basis of all major projects initiated since that time.

Curtains of the ever exciting Washington scene have just opened for the newest and greatest show place in the nation—presenting the Federal Building Triangle, a project which in size and magnificence takes its place with other world renowned attractions of the Nation's Capital.

Ten blocks long and five blocks wide, the buildings have come to view full form as a monument to this advancing age. They have as their setting the broad and new Constitution Avenue, destined to become one of the most widely known thoroughfares of the world, and the historic Pennsylvania Avenue, the parade ground of the nation. Here in this celebrated triangle stand the new headquarters for the chief agencies of the United States Government—the most marvelous site of public building construction in the world.

Workmen's fences have been pulled down; landscaping has been developed; the dignified structures are occupied; and

visitors coming to Washington now have a chance to inspect the operation of important governmental departments in magnificent new homes.

From an airplane, the project looks like one huge stone triangle. Its base is formed by the Department of Commerce, the largest government building in the world. Next in line is the unit made up of the Labor Department and Interstate Commerce Commission buildings joined by the Connecting Wing Building in which can be found the only government auditorium in the country.

On to the Post Office Department, regarded the most elaborate of all government buildings. And a step across the street will take you to the Internal Revenue Department, one half of it the oldest building in the Triangle and the other half the newest.

Next in line one finds the most interesting building as far as construction activities are concerned, for in the Department of Justice structure, decorated entirely with aluminum, is the Scotland Yard of the country. On the focal position of the Triangle stands the Archives Building, severe in lines, but regarded as one of the outstanding structures of all times.

Those who visit the Federal Building Triangle will find within its six units such features as art work done by the most famous sculptors and painters in the world, the most elaborate suite of government offices in the country, eight-story lighting fixture, the most modern cafeterias in the United States, and one of the largest heating plants in the world.

The completion of this building project is the dream of L'Enfant come true. If the little Frenchman who, with the first President of the land, envisioned Washington as the world's most beautiful capital, could see these new architectural monuments, surely he would feel that his plans had not been in vain. The Federal Building Triangle is universally declared the most ambitious single unit in the long developing plans to make Washington a city worthy of its high position.

N.E.A. QUESTIONNAIRE

A questionnaire on "Administrative Practises Affecting Clerical Employees in City School Systems" has been circulated to superintendents of schools in cities over 100,000 in population by the Research Division of the National Education Association. The following subjects have been covered in this questionnaire:

1. Requirements for appointment.
2. Method of selection and basis for assignment to schools.
3. Salary status.
4. Ratings.
5. Amount of daily service rendered.
6. Leave of absence provided, annual and sick.
7. Retirement provisions.

The findings from this study will be made available to the members of the National Association of School Secretaries. The Association wishes to take this opportunity to express its appreciation of this valuable service. The tabulation of the result of this survey will be of much interest to members of our organization.

ADVERTISING

Through this column the Advertising Manager wishes to extend a special tribute of thanks to Margaret Kernan, Chairman of Publicity, for her successful efforts in securing advertisements for the National Secretary. The thanks and appreciation of the organization are also conveyed to the publishing houses and others who have so generously contributed an advertisement.

The rates which have been established for advertisements were included in the fall issue of the bulletin. May I remind you again that your *Cooperation* and *Suggestions* are needed! While so far we have functioned without the assistance of a committee, the Advertising Manager would be glad to receive the names of members who would be willing to serve.

M. ALVINA CARROLL,
Advertising Manager,
Franklin Building, Washington, D. C.

PUBLICITY

I am grateful to members of the Publicity Committee and other secretaries for contacting editors of city, state and national educational publications. I am sending the article on publicity for our association to each medium as suggested. Among the results of such contacts, we are proud of our accomplishments and grateful to Miss Alvina Carroll of Washington, D. C., for her personal contact, as a result of which you will find an article devoted to our association in the January issues of the National Education Association Journal and the Journal of the Education Association of the District of Columbia. This is timely and invaluable publicity coming before our New Orleans and Washington meetings. I am certain, that without her personal go-getiveness, such a favor would not have been bestowed on our group. Let this be a stimulus for all school secretaries. What Miss Carroll has done in Washington, you can accomplish in your locality. There is also an article in the December issue of School and Society.

Write me for articles which I have prepared for this purpose. You may change the content, add anything of local color, then take it to the editor of your local newspaper or educational publication. Publicity will aid greatly in our membership drive. You will note by the membership chart in this issue that our association needs to be presented in certain cities and states.

If you have a publicity chairman in your local organization I should welcome the opportunity of supplying her with publicity information.

Keep representatives of textbook and supply houses informed as to the activity of our association. Each of them meets many school secretaries and they can be of invaluable help to you if you will supply them information for distribution.

Miss Ethel M. Spencer, President, Detroit Public Schools Clerical Association, is secretary to Dr. Paul T. Rankin, Secretary of the N.E.A. Convention Committee. Mr. Otis Crosby, Editor of Detroit Educational News, and Mr. Arthur

Price, Editor of Michigan Educational Journal are members of this committee. Beginning in January advertisements will be sent out from the Detroit Board of Education to all newspapers and magazines, monthly for a while, and more frequently as the convention grows closer. Ethel reports that they will include any publicity which we desire. Thank you, Ethel. We are looking forward to the Detroit Convention.

You may be interested to know that you can receive from the U. S. Department of Interior, Washington, D. C.:

1. Educational Directory, 1936, State and County School Officers and
2. Educational Directory, 1937, City School Officers and Superintendents of Catholic Parochial Schools.

both of which are five cents a copy. These will give you city, county, state educational heads. By sending information to the secretaries of these individuals, you will be able to broadcast your membership campaign program. This information is included separately for each state in the country and should be valuable to all membership chairmen.

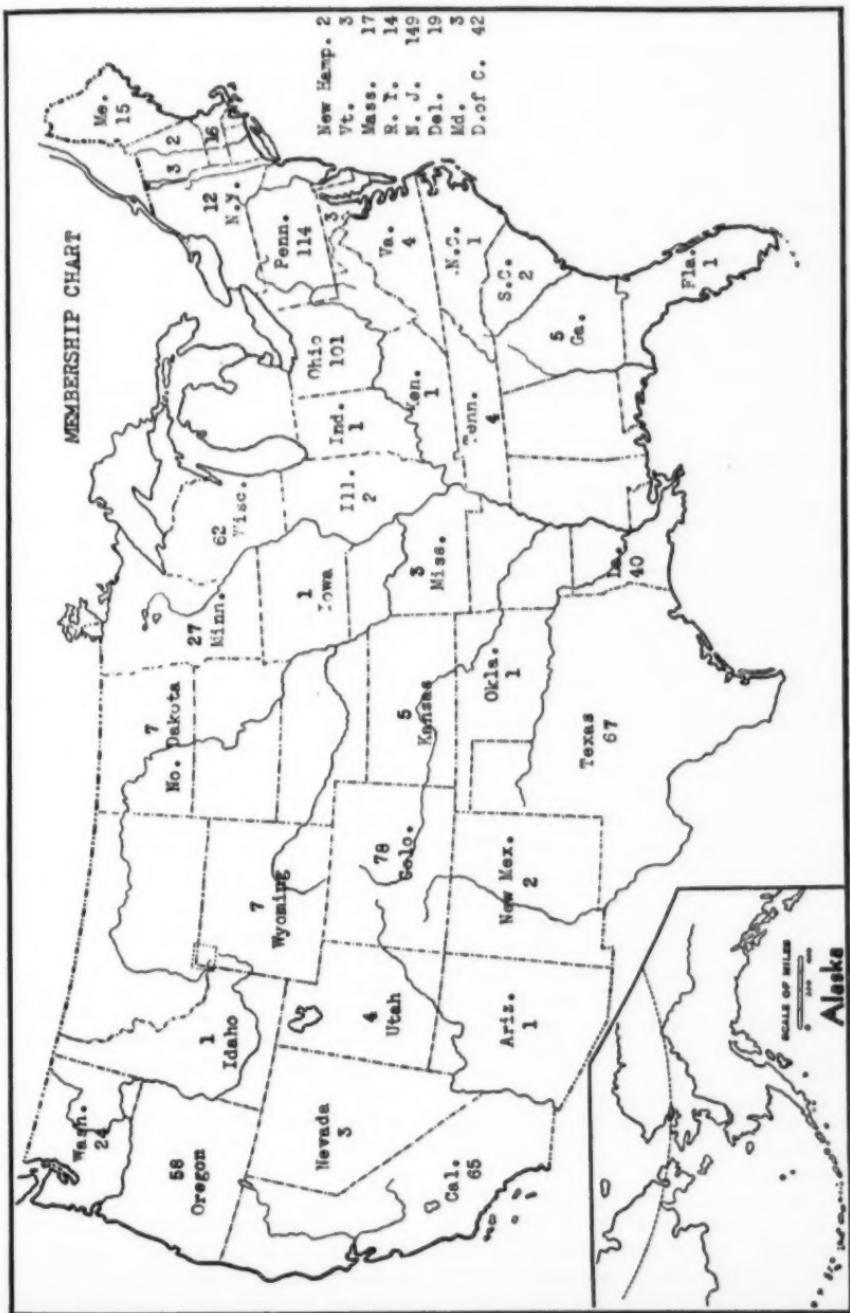
The Publicity Committee stands ready to assist you at all times. Let us know how we can serve you.

MARGARET V. KERNAN,
*Chairman, Municipal Building,
Salem, New Jersey.*

Make Reservations Early For Detroit Meeting

Reservations for Detroit—National Education Association meeting, June, 1937—are to be cleared through the National Education Association Housing Committee, 1805 Stroh Building, Detroit. The headquarters for the National Association of School Secretaries will be Room 1415, Hotel Statler. We suggest that you make your reservations immediately while it is possible to make arrangements to be cared for at the headquarters. Single rooms with shower are available at Hotel Statler from \$2.50; double bedrooms with shower, from \$4.50; twin bedrooms with shower, from \$5.00.

MEMBERSHIP CHART



Listening In

The following items are gathered from near and far and show some of the activities in which our local groups are interested. Let us hear from any new organizations—we know they are being formed in many parts of the United States and we want to know what you are doing. At the dawn of a new year, may we wish you all increased prosperity and happiness in your work and a definite advancement in our growth. Happy New Year!

FLORENCE STUBBS,
Exchange Editor.

Cleveland School Clerks' Federation

The first meeting of the Northeastern Ohio School Secretaries Association sponsored by the Cleveland Federation, which was mentioned in the last issue of the bulletin, was held on October 24 in Cleveland and there were 152 clerks present. The speakers were Mrs. Mary B. Martin, school board member, and Mrs. Alice Teegarden of Dayton, delegate to the national convention. Those in charge of arrangements were: Belle Bloom Weiss, Fay Siegel, Jane McLaughlin, Margaret Schneller and Tillie R. Katowitz, Cleveland; Dorothy Lauer, East Cleveland; Gertrude Kaufman, Cleveland Heights; Grace Luman, Lakewood; Alice Kelley, Shaker Heights; Dorothy Hattendorf, Euclid; Nina Eckert, Youngstown; Lenore Garber, Akron; Mary Lovelace, Lorain. This was considered a most successful get-together and it is hoped that it was the first of many.

The institute course sponsored by the Federation, also mentioned in the October bulletin, is well under way with a large attendance.

The regular meeting of the fall was held on December 10, in the Board of Education Administration Building, and the following officers were elected: Sadie Schwartz, president; Helen Soine, secretary; Estelle Sieracki, treasurer.

The membership drive is in full sway. Starting in the suburbs of Cleveland, the response has been most gratifying. There are 96 secretaries in these communities and, of course, the drive is for 100 per cent membership. Miss Esther Glick and Miss Martha King are acting as co-chairmen for Cleveland. Ohio is making every effort to lead the states in a large membership and Tillie R. Katowitz, sectional chairman, is very confident that the membership will be double that of last year.

MARGARET SCHNELLER,
Publicity Chairman.

Denver, Colorado

On October 26, at the Edelweiss Restaurant in Denver, the fall dinner meeting of the Clerks and Secretaries Association of the Denver Public Schools was held with 85 members in attendance. Miss Jane Sinnard entertained with two vocal selections and Mr. Charles E. Greene, Assistant Superintendent, gave a talk on the Tax Limitation Amendment which came up at the November election. The passage of this amendment would have very seriously crippled the schools and all employees were urged to do all they could for its defeat. That their work was effective was proved the morning after election when it was learned that the amendment was overwhelmingly defeated.

The following officers were elected at this meeting: Hilda Rydell, president; Dorothy Schroeder, vice president; Verna Speaker, secretary; Mary Margaret Oakes, treasurer.

The group participated during the fall in the Community Chest Campaign and contributed, in addition to individual subscriptions, \$25 to this worthy cause. These projects, which are entered as a group, give a feeling of working for public good and enable the group to take its place as a definite organization working with others in a common welfare.

Lakewood School Secretaries Association, Ohio

This organization was started in October of the past year, its purpose being to become better acquainted, to promote a better understanding of the problems which confront the office employees and to enable them to give better service to their schools. By-laws have been presented by an appointed committee and approved and the following officers were elected: Stella M. Schmidt, president; Jacques Remsberg, vice president; Thelma M. Schroeder, secretary; Grace E. Marshall, treasurer. Meetings will be held on the first Monday of each month, alternating between business and social.

GRACE E. LUMAN,
Publicity Committee.

Los Angeles Secretarial Association

Two interesting sessions of this group were held during the regular teachers' Institute on December 17th and 18th. On Thursday evening, at a delicious turkey dinner held at the Chancellor Hotel, the speaker was Miss Alma Whitaker, well-known newspaper writer, who gave a delightful speech on "Brilliant Women," including many droll sidelights on people in the news. Musical numbers were presented by a girls trio from the Washington High School.

On Friday afternoon, a general session for all clerical employees was held in Belmont High School. Mr. Steven, newly appointed director of personnel of the Civil Service Commission, and Mr. Barden, technician of the Commission, held a discussion of the reclassification of clerical employees in the classified service of the Board of Education. This was followed by a series of readings given by Betty Roadman of the Gateway Players, a local little-theatre group.

The National Membership Chairman, Belle Kuehny, assisted by Dorothy Adams, Sectional Chairman, and other committee workers, entertained Los Angeles members of the N. A. S. S. at a buffet supper recently. Plans were made for a dinner in January when Mr. Cam-

eron Beck of the New York Stock Exchange—"field secretary" for the National Association!—will again be guest. It is planned to make this meeting a grand rally and all members in Southern California have been invited to attend.

Massachusetts

Our sectional groups are organizing so thoroughly that we will soon be able to accomplish many times as much as previously when we were all working as individuals.

On December 5, 64 enthusiastic secretaries and clerks from the public schools in Massachusetts met for luncheon and a business meeting at the Hotel Touraine in Boston, at which time it was decided to organize a Massachusetts branch of the National Association. The officers chosen are as follows: Miriam L. Summers, Greenfield, president; Mildred V. O'Connor, Revere, vice president; Martha Boyajian, Melrose, secretary; Bertha Lightbody, Framingham, treasurer.

Hugh Nixon, Secretary of the Massachusetts Teachers Federation, was guest speaker, and talked briefly on the value of organization.

A constitution is being drafted and plans are being made to select members in different sections of the state to serve on later membership drives. The next meeting will be held in Boston on February 13.

Milwaukee School Secretaries Association

We are glad to hear again from a group whose organization meeting was announced in the April bulletin and which seems to be thriving heartily.

At the September dinner meeting, which was held at the Y.W.C.A., there were 80 girls present and the guest speaker was Miss Dorothy Enderis, head of the School Board Extension Department, who gave a history of municipal recreation throughout the United States, especially in Milwaukee. Betty Zimmerman, president of the local group, re-

ported on the national convention in Portland. It was voted to hold a state meeting of school secretaries throughout Wisconsin at the time of the Wisconsin Education Association convention and Sylvia Brooks was appointed chairman of arrangements.

This meeting was held on November 6, taking the form of a dinner at the Stratford Arms Hotel in Milwaukee. There were 100 girls from 32 cities and towns in the state present. Since the time for planning was limited only those secretaries within a radius of two hundred miles were invited so that it was felt that the turnout was all that could be expected. Betty Zimmerman was presiding chairman and Sylvia Brooks toast-mistress. Dr. W. W. Theisen, assistant superintendent of the Milwaukee schools, was guest speaker. A round-table discussion, at which the following topics and their leaders were introduced, followed: Betty Gross, the Milwaukee local; Beulah Brehmer, the possibility of organizing a state association; Evalin Dopke, Wisconsin membership chairman for the National Association, the purpose of that group and the advantages of membership. Mrs. Jessie Harloff, a Madison representative, reported on the association in her city.

There was also a very enjoyable Christmas party held on December 18. Gretchen Boers was chairman at this time. A business meeting was held first, at which the speaker explained the teachers' pension fund. Secretaries in elementary schools are not on civil or city service and the problem of including them in this fund is being planned. Every imaginable crazy game was played during the social hour which followed, with Santa Claus bringing a gift for everyone, and refreshments completed a pleasant evening.

It was unanimously voted to have a state meeting each year and Anita Wachs was appointed chairman of the committee to draw up a constitution. Doris Vergiels, Wauwatosa, is general chairman of the next meeting, at which officers will be elected.

BOEOREA

Minneapolis, Minnesota

This is a flourishing group, composed of employees of the Board of Education, about which we have heard nothing before.

A large dinner meeting was held on December 17 at the Buckingham Hotel. They are much interested in retirement and pension matters. We shall be glad to have further news.

School Secretaries Association of Philadelphia

The group is much interested at the present time in a bill pertaining to tenure of office which is to be presented to the State Legislature in January, and it is the hope of the group that the school secretaries may be included. Louise Henderson, National president, who is working hard to accomplish this, recently had a luncheon meeting with two representatives of the State Legislative Committee, President of the Philadelphia Teachers Association and President and Vice President of the School Secretaries Association. The result of this meeting is that the Board of Directors of the Philadelphia Teachers Association unanimously urged the Pennsylvania State Education Association to include the secretaries in the proposed bill. It has been recently heard that the Pittsburgh Teachers Association sent the same request to the Pennsylvania State Education Association.

A. MARGARET CRESSMAN.

Portland Public School Secretaries Association

The Elementary Secretaries Association functioned for six years before all high school clerks and superintendent's secretaries were included. Immediately there was a new constitution, new set of officers and new problems and aims were faced. The new group, with its new name, then became affiliated with the National Association and turned around to welcome delegates to the convention. Briefly, much has been gained and, like

the newborn, "we do not know our strength."

The fall meetings have been full of a live interest and a definite desire on the part of all members to accomplish more than has ever been done in the past. The program committee has had a member of the school board address each meeting. This has made the Board a little more "secretary conscious" and an endeavor has been made to impress them with the sincerity of the group and its conscientious attitude towards the problems of education.

The winter's project is to acquire civil service for all members of the Association. This would iron out so many of the future difficulties of a secretaryship, what with a salary schedule, security of position and a pensioned retirement. The group is much encouraged by the success of the Los Angeles Association in this respect.

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Opportunity was afforded the secretaries to get together and formulate plans for an allied organization at the meeting of the Alamo District of the Texas State Teachers Association. A luncheon session was held at the Thomas Jefferson High School on October 31st, at which Gladys Hendrix, Texas Chairman, presided, and Dr. John Guy Fowlkes, School of Education, University of Wisconsin, was guest speaker. A business session followed the luncheon, at which Mrs. Mina Burnett, Texas delegate to the national convention, gave her report.

GLADYS HENDRIX,
Texas Chairman.

Hamilton County Association of School Secretaries, Tennessee

November 7, twelve representative secretaries of the school offices of the City of Chattanooga and Hamilton

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County met at a luncheon meeting at the Coffee Shoppe in Chattanooga to discuss the state and national organization of school secretaries. All were enthusiastic and interested and voted to organize a local association. The following officers were elected: President, Mrs. Ann P. Boss; vice president, Mrs. Gladys H. Cooke; secretary-treasurer, Mrs. Ethel Smith. At this time it was decided to meet again on November 21 to hear the report of the Constitution and By-Laws Committee.

This meeting was held in the City Department of Education Assembly Room. The chairman, H. R. Iseminger, read the articles which were accepted.

The first regular meeting of the Association was held at the Park Hotel on December 5. The speaker was Commissioner T. H. McMillan of the City Department of Education, and another interesting guest was Chief Sunrise, who was visiting in the city, who talked on the civilized, educated Indian.

ANN P. BOSS, President.

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